



KING COUNTY

**PROJECT/PROGRAM MANAGER III
WRIA 8 PROGRAM MANAGER
DEPARTMENT OF NATURAL RESOURCES
WATER & LAND RESOURCES DIVISION
Annual Salary Range: \$60,458 - \$76,634
Job Announcement: 05MK5373
OPEN: 8/22/05 CLOSE: 10/3/05**

WHO MAY APPLY: This position is open to the general public. First consideration will be given to county career service employees who are members of Teamsters Local 117.

WHERE TO APPLY: Required forms and materials must be sent to: **Michelle Kobuki, Human Resources, 201 South Jackson, Suite 600, MS: KSC-NR-0600, Seattle, WA 98104 by 4:30 PM** on the closing date. (Postmarks are NOT ACCEPTED). Contact (206) 296-1935 for questions regarding this announcement. You may download an application from the Internet address at <http://www.metrokc.gov/ohrm/jobs/>

FORMS AND MATERIALS REQUIRED: Submit a [King County application form](#), resume, a letter of interest that uses specific examples of past work experience to demonstrate your ability to meet or exceed the job duties and qualifications, responses to the supplemental questionnaire, and a sample of your writing that is relevant to the job duties. Include an explanation of your role in developing, writing, and producing the sample.

WORK LOCATION: King Street Center, 201 South Jackson, Suite 600, Seattle, WA 98104

WORK SCHEDULE: This full-time position is exempt from the provisions of the Fair Labor Standards Act and is not eligible for overtime. The typical work schedule is 8:00 a.m. to 5:00 p.m. Monday - Friday. Attendance at evening meetings and weekend events will be required from time to time.

BACKGROUND:

Local governments in Water Resource Inventory Area (WRIA) 8, the Lake Washington/ Cedar/ Sammamish Watershed, have entered into an Interlocal Agreement (ILA) that will be extended through December 2006 to provide for the joint development, funding, review, and approval of WRIA-based watershed plans and related materials for salmon conservation. King County is currently the service provider to the ILA participants through December 2006. The WRIA 8 Program Manager is part of a staff team (the WRIA 8 service provider team) that is cost-shared through the ILA and serves the 27 jurisdictions. The service provider team facilitates development and implementation of the Chinook Salmon Conservation Plan in coordination with the multi-stakeholder, multi-jurisdictional WRIA 8 Steering Committee, interjurisdictional Forum, supporting committees, stakeholders, and interested organizations. The Chinook Salmon Conservation Plan has a strong technical foundation and recommends actions to be taken by local jurisdictions and interested parties to help recover salmon in the watershed. The Plan incorporates adaptive management recommendations. Duties specific to the Program Manager are described below.

PRIMARY JOB DUTIES INCLUDE:

- Scope and coordinate adapting plan based on results of treatment phase of Ecosystem Diagnosis and Treatment (EDT) model and other requested technical analyses. Work with multi-stakeholder, interjurisdictional Steering Committee and coordinate with supporting committees and service provider team to update action lists. Manage the timeline to ensure that products meet approved deadlines.
- Scope and coordinate amendments to plan that could result from Puget Sound Shared Strategy roll-up and federal and state review. Work with and coordinate appropriate WRIA 8 committees to review and respond to federal and state review. Manage the timeline to ensure that products meet approved deadlines.
- Set up and implement process and coordinate with WRIA 8 partners and stakeholders to develop meaningful programmatic and policy milestones to measure implementation progress. Manage the timeline to ensure that the process meets approved deadlines.
- Coordinate with WRIA 8 partners and stakeholders to develop and produce a format to communicate progress on plan implementation to WRIA 8 partners, interested groups, watershed residents, WRIA 8 outreach network, and Shared Strategy. Manage the timeline to ensure that products meet approved deadlines.
- Coordinate with jurisdictional partners, organizations, other interested parties, and service provider team to develop appropriate and useful tools to facilitate implementation of the plan, such as workshops, information exchanges, peer matching, training, and fact sheets.
- Work with Shared Strategy, WRIA 8 partners, and other WRIAs to develop and communicate common messages to the media and other appropriate audiences.
- Seek ways to implement WRIA 8 plan start-list and comprehensive list actions, focusing on land use and public outreach, through other processes, e.g., flood plan implementation, critical areas ordinances, shoreline master programs, stormwater management programs, and stewardship and other education programs.
- Scope and draft revisions to the Salmon Conservation Plan. If revisions are necessary, oversee and manage development, writing, editing, review, and production of these documents including managing support staff and/or consultants, as needed. Manage the timeline to ensure that work products meet approved deadlines.
- Scope, develop, and produce any additional planning products in coordination with multi-jurisdictional/multi-stakeholder committees comprised of citizens, technical and policy staff, and elected officials as well as the WRIA 8 service provider team.
- Coordinate and manage the work plan, products, and timeline for updates to the WRIA 8 Salmon Conservation Plan in coordination with the WRIA 8 Steering Committee, supporting committees, and the service provider team.
- Make presentations on the WRIA 8 salmon plan to multiple audiences including agencies, citizens, interested organizations, and elected officials.
- Share information with all jurisdictions equally.
- Respond to citizen and agency inquiries on the WRIA 8 process and plan.
- Work with the WRIA 8 Watershed Coordinator and the service provider team to schedule and staff meetings of the WRIA 8 Steering Committee, Forum, and supporting committees at key decision points.
- Work closely with multiple jurisdictions, organizations, and stakeholders interested in helping conserve salmon habitat.
- Ensure linkage of WRIA planning products to best available science and watershed management.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in environmental or regional planning, natural resource management, public administration, landscape architecture, communications, or related field or appropriate combination of education and experience.

- At least five years of increasingly responsible planning or project management and analytical work that is applicable to the essential job functions of this position.
- At least three years of experience and demonstrated ability facilitating multi-jurisdictional or multi-stakeholder committees or advisory boards to develop, prioritize, and implement technical and policy recommendations on controversial issues, particularly related to salmon conservation.
- Experience and demonstrated ability to manage complex projects and programs involving watersheds, conservation of natural resources, local governmental systems and political processes, interagency and inter-jurisdictional relations, public involvement and outreach, and regional planning.
- Experience and demonstrated ability to scope, coordinate, manage, and implement complex projects or plans and meet unalterable deadlines. Extensive experience in project management, particularly managing complex projects and programs.
- Experience and demonstrated ability to work tactfully, courteously, and effectively with diverse groups of individuals, including government officials and staff, citizens and community groups, and organizational colleagues. Experience and demonstrated ability to lead and facilitate multiple-interest committees and task forces.
- At least three years of experience and demonstrated ability moving plan recommendations to implementation.
- At least three years of experience and demonstrated ability developing and implementing land use programs, such as low impact development, critical areas ordinances, shoreline master programs, or stormwater management.
- At least three years of experience and demonstrated ability developing and producing natural resource or environmental communications.
- At least two years of experience and demonstrated ability making presentations to high-level committees and to organizations.
- Demonstrated ability to work collaboratively and build consensus with diverse and sometimes conflicting interests including scientists, citizens, representatives of other county, city, state and federal agencies, private sector, co-workers, and supervisors.
- Demonstrated ability to write, edit, manage, and oversee production of complex science-based policy-driven documents under tight, unalterable deadlines. Demonstrated knowledge of good grammar, document production and use of graphics is important as is flexibility to accept edits from others.
- Extensive familiarity with the requirements of the Endangered Species Act, state salmon recovery legislation, local sensitive areas regulations, local government authority, the Growth Management Act, the State Environmental Policy Act, and habitat requirements for salmonids.
- Experience in and knowledge of adaptive management principles and implementation.
- Knowledge of principles of watershed management and natural resource conservation.
- Demonstrated ability to maintain composure and professionalism managing complex issues in difficult situations while balancing competing interests.
- Demonstrated ability to successfully, accurately, and quickly coordinate multiple projects and perform multiple tasks in the same time period in a high pressure/short deadline environment.
- Experience and demonstrated ability to function independently, but also work effectively in multi-discipline, multi-interest, and multi-agency teams and committees.
- Demonstrated ability to communicate technical and policy issues effectively, both in writing and orally, with varied audiences. Excellent verbal and written communication skills, including report writing, presentation development and delivery, and other products that are reviewed or received by multiple people, groups, and agencies.
- Demonstrated ability to grasp issues quickly and effectively manage changing priorities on a daily basis.
- Flexibility and demonstrated ability to work as part of a team in an always evolving process.

- Demonstrated ability to exercise initiative and judgment while accomplishing assigned tasks under tight deadlines with minimal supervision.
- Demonstrated ability to take initiative within the scope of the position.
- High-level proficiency in Microsoft Office software, including Microsoft Word, PowerPoint, and Excel.
- Must be able to perform and have experience in all primary job functions.

DESIRABLE QUALIFICATIONS:

- Master's degree in related field.
- Thorough familiarity with salmon habitat resources, land use issues, jurisdictions, and community groups in WRIA 8 and with Shared Strategy for Puget Sound.
- Proven ability to lead diverse groups to consensus on natural resource/environmental issues.
- Knowledge and understanding of Ecosystem Diagnosis and Treatment model.
- Proficiency in web-site maintenance and new page development.

NECESSARY SPECIAL REQUIREMENT:

- A valid Washington State Driver's License or the ability to travel throughout King County and southern Snohomish County in a timely manner.

UNION MEMBERSHIP:

- Positions in this classification are represented by Teamsters, Local 117, Professional & Technical. Union membership will be required within 30 days of employment.

Supplemental Questionnaire

WRIA 8 Program Manager

The following questions address important elements of this position. The information you provide will help to determine your eligibility for further consideration. Please use specific examples and limit your responses to no more than one typed page per question. Attach all pages to your application.

1. Please describe how you have successfully facilitated multiple stakeholders and jurisdictions to adaptively manage plan recommendations that were already adopted or ratified through a long and complex process. If you have not actually done this, please outline clearly what steps you would take and give examples of related experience that you do have.
2. Please describe your experience working in interjurisdictional processes to successfully develop and implement science-based land use programs such as critical areas ordinances, shoreline master programs, low impact development programs, or other similar programs.
3. Please describe your experience working with multiple partners to develop and implement natural resource or environmental communication messages and tools for a wide variety of audiences.